

SPEAKERS

Edward Fleischman, Director, Office Oversight – FTA
Mr. Fleischman is responsible for transit data, program guidance, and oversight reviews. He has over 25 years of experience in transportation planning, engineering, and administration.

Marvin Futrell, Chief, Oversight Review Division – FTA
Mr. Futrell's responsibilities include triennial and state management reviews, financial management oversight reviews, procurement systems reviews, and audit resolution. He also has over 25 years of experience in transportation management, planning, and engineering.

Nydia Picayo, Program Manager, Financial Management Oversight – FTA
Ms. Picayo's responsibilities include all program management functions of the financial management oversight program. Before joining the FTA headquarters' staff in 1991, she was responsible for the financial management of grants including project close-outs and audits in FTA's region IX. She also served as the regional internal controls specialist.

Linda M. Barnes, Financial Management Oversight Representative - FTA
Ms. Barnes joined the FMO headquarters team in the summer of 1998. Her responsibilities include the day-to-day activities associated with management of the program. Prior to joining the FMO program, she was responsible for the National Transit Database Reporting program, which included the annual conduct of reporters seminar. She has over 20 years of experience in transportation.

INSTRUCTORS

John Milligan – Managing Principal, Milligan & Company, LLC
Mr. Milligan started his accounting firm in 1985. Prior to this, he worked over nine years at Coopers & Lybrand, an international accounting firm. Mr. Milligan has served as project manager for numerous Financial Management Oversight (FMO) reviews since 1991. Several of these reviews have included the nation's largest transit operators. Mr. Milligan performed various special reviews for the FTA over the past several years, including the financial capacity reviews. He has lectured on the FMO process and on third party contracting requirements of 4220.1D. Mr. Milligan has also been involved with triennial reviews.

Henry G. Kirschenmann – SGI
Mr. Kirschenmann was formerly the deputy assistant secretary for procurement assistance, and logistics for the U.S. Department of Health and Human Services. For over twenty years, Mr. Kirschenmann has played a key role in the development and issuance of policies and procedures related to grants and contracts awarded by the federal government.

Charles Holmes – CPA, Principal, Milligan & Company, LLC
Mr. Holmes has over 12 years of diversified public accounting experience. Prior to joining Milligan & Company, he worked at Coopers and Lybrand for five years. Mr. Holmes has served as senior manager for over 20 FMO reviews including NJT, MBTA and NORTA. Mr. Holmes has also performed various special project reviews for the FTA.

SEMINAR SCHEDULE

SESSION 1	SESSION 2	SESSION 3
Philadelphia, PA April 12–13, 2001	Washington, DC July 25–26, 2001	Denver, CO September 26–27, 2001
Loews Philadelphia Hotel 1200 Market Street Philadelphia, PA 19107 (215) 627–1200 Rate: \$119.00 plus taxes	The St. Regis Washington 923 16th Street NW Washington, DC 20006 (202) 638–2626 Rate: \$119.00 plus taxes	Adam's Mark Hotel 1550 Court Place Denver, CO 80202 (303) 893–3333 Rate: \$83.00 plus taxes
Reservation deadline: March 14, 2001	Reservation Deadline: June 25, 2001	Reservation Deadline: August 25, 2001

NOTES

You must pre-register for the seminar of your choice. A limited number of seats are available for each session. Register early to ensure acceptance.

Hotel rates may increase slightly depending on government per diem for 2001.

REGISTRATION/ HOTEL INFORMATION

To register for a seminar, complete the attached registration form located in the back of this brochure and submit it by facsimile to Sharon Jones-Lee at (215) 496-0980. Please submit a separate registration form for each participant. Upon receipt you will receive a faxed confirmation letter and your name will be added to the list of confirmed attendees. If you do not receive this letter, please contact Sharon at (215) 496-9100 Ext 160. Do not assume that your registration is confirmed until you receive your letter of confirmation. This is not a walk-in seminar and space for each seminar is limited. Reservations will be accepted on a first come, first served basis. Attendance is limited to two persons per agency in order to accommodate as many agencies as possible and to encourage discussion and interaction. Maximum number of participants is 50.

A block of rooms at special seminar rates is available at each of the hotels. Once registered for the seminar, contact the hotel listed for your individual room reservations. When making reservations, mention the Federal Transit Administration (FTA) Financial Management Systems Seminar in order to receive the special rate that is available to seminar attendees.

WHO SHOULD ATTEND?

GRANTEES WITH FEWER THAN 30 VEHICLES

- Executive Director/General Manager
- Chief Financial Officer
- Controller
- Director of Accounting
- Director of Grants Management
- Director of Project Management
- Director of Budget and Planning
- Chief Financial Officer

GRANTEES WITH MORE THAN 30 VEHICLES

- Chief Financial Officer
- Director of Finance
- Controller
- Director of Accounting
- Accounting Supervisor
- Director/Managers of Internal Audit
- Director of Grants Management
- Director of Project Management
- Director of Budget and Finance
- Director of Planning



U.S. Department of Transportation
Federal Transit Administration

FINANCIAL
MANAGEMENT
SYSTEMS
SEMINARS

2001



OVERVIEW

The Federal Transit Administration (FTA) is responsible for administering billions of dollars worth of financial assistance to the transit industry each year. Through its Financial Management Oversight (FMO) program, the FTA seeks to help grantees improve their financial management of FTA grants. The FTA is sponsoring this series of seminars to prepare grantees for FMO reviews and to enhance and refine their financial management systems to meet the standards established by the Common Rule. The seminars will begin with introductory remarks by key FTA personnel and training instructors followed by a description of the FMO review process. The instructors will also lead a review of sound internal control concepts and will

provide the participants with exercises and case studies patterned after actual FMO reviews. A section has also been added that addresses Financial Capacity Reviews.

Some of the best instruction comes during the exercises and case studies when participants have opportunities to share their own experiences. Response from the first series of seminars indicates these to be the most informative sessions during the two days.

The seminar will also address particular areas of financial management concern including the financial status reporting process, budget changes and grant amendments, cash management issues, and cost allocation plans.

The seminar format provides for individual questions throughout the sessions with additional time after sessions and during breaks. FTA will provide a workbook and other training materials at each seminar.

AGENDA

DAY ONE (8:30AM-4:30PM)

- Registration
Coffee & Pastries
- Opening Remarks and Introductions
- Common Rule Financial Management Standards
- Break
Refreshments
- The Financial Management Oversight Process
- Single Audit Versus FMO

- Lunch
On Your Own
- Review of Financial Management System Controls
- Break
Refreshments
- Case Studies—Group Discussions
- Summary of Day

DAY TWO (8:30AM-3:30PM)

- Coffee and Pastries
- Circular A-87

- Break
Refreshments
- Risk Assessment
- Internal Audit
- Lunch
On Your Own
- Financial Status Reports
- Budget Changes
- Cash Management
- Force Account
- Break
Refreshments
- Cost Allocation Plans
- Financial Capacity Reviews
- Summary of Seminar
- Course Evaluation

REGISTRATION FORM

I am interested in attending the Financial Management Systems Seminar and would like to register in order to reserve a seat in the following session(s):

- ☐ **SESSION 1** Philadelphia, PA, April 12-13, 2001
☐ **SESSION 2** Washington, DC, July 25-26, 2001
☐ **SESSION 3** Denver, CO, September 26-27, 2001

Please print your information, and submit one form per applicant.

Name: _____

Title: _____

Agency: _____

Address: _____

City/State/Zip: _____

Phone No: _____ Fax No: _____

Email: _____

How did you hear about this seminar?

- ☐ Brochure mailing ☐ APTA advertisement ☐ FTA web site ☐ Other

Please fax your completed registration form to (215) 496-0980, Attention: Sharon Jones-Lee. Be sure to include your telephone and fax numbers since your confirmation letter will be faxed back to you.

Please do not assume that you have a reserved seat for a Seminar until you have received a written confirmation letter. If you have any questions or need additional seminar information, please contact Sharon Jones-Lee at (215) 496-9100, ext. 160.



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